

THE SURGEON GENERAL'S EXCALIBUR AWARD PROGRAM FREQUENTLY ASKED QUESTIONS

1. Who can apply for The Surgeon General's (TSG's) Excalibur Award?

Any Army Medical Department (AMEDD) unit/activity/organization can apply. That includes both Active component and Reserve component, TDA and TOE units/activities/organizations.

2. Is there any AMEDD organization that cannot apply for the Excalibur Award?

An AMEDD organization that is also a TRICARE Lead Agent cannot apply for the award as a TRICARE Lead Agent. That AMEDD organization can apply for the award as a MEDCOM Regional Medical Command (RMC) but must ensure that the project it is describing is an RMC initiative not a Lead Agent initiative. We encourage the TRICARE Lead Agents to take pride in their units' successes.

3. If I work at a small health clinic and want to submit a nomination for the Excalibur Award, would I have to compete in the same category as a medical center such as Walter Reed?

Yes, your medical treatment facility (MTF) would compete in the same category as a large MTF. While you compete in the same category, neither your application nor your savings would be compared to that of the larger MTF. Each nomination regardless of unit, activity, organization, or team size is evaluated solely against the criteria.

4. Can we nominate a project for the Excalibur Award if there was only one individual involved in the project?

No, the award was established to recognize teams or organizations. Both the military and civilian personnel systems provide ways to award or recognize individuals.

5. Can an organization submit the same project two years in a row?

Yes, there is nothing that prohibits an organization/team from resubmitting the same project two years in a row. However, the organization/team would need to ensure the data is updated and the project is not too old. The project completion date must be within the 3 previous fiscal years (FYs) (counting the current FY). For example: for nominations in 2003, projects must have been completed between FY 2000 and 2003 (Oct 99 to present).

6. How do you ensure all nominations are given fair evaluations?

There are a couple of different things we do to ensure objectivity:

First, we remove the organization's name and identifying information from the package. For example, besides the name of the organization, if it says it works closely with the local San Antonio community, we delete San Antonio so the package reads it works closely with the local community.

Secondly, individuals, who volunteer to be reviewers and are from an organization that submitted a nomination for the award, are assigned packages that are in different categories. For example, someone from an MTF volunteers to be a reviewer and his/her organization submitted a nomination. That individual would be assigned to review packages that are in the Active Component, Non-MTF; Active Component, TOE; or Reserve Component TDA or TOE Categories.

7. How important is it to stay within the page limitations (two double-spaced pages for the summary and one single-spaced page for the savings analysis)?

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It is very important to be succinct and stay within these limitations. Any amount over the limits will not be considered. The portion that exceeds the page limitations will not be sent to the reviewers. This requires the submitting organization to address the criteria rather than attempt to showcase the organization.

8. Can we include pictures with our nomination? We have some really nice photos.

Photos can be included only if you want to use them within your 2 page total for the project summary. The nomination package is scored on how well it meets the criteria. A chart or graph may respond to the criteria better than a photo.

9. Can we include charts/graphs in the project summary or savings analysis?

Absolutely. Many times a chart or graph can provide a clearer representation of the results than just words. However, the chart or graph must be included within the page limitations of whichever section it is used in (project summary or savings analysis).

10. Why must a general officer in our chain of command sign the forwarding correspondence?

It is important that the leaders throughout your chain of command be aware of the improvements and accomplishments of the units within their organizations. By having to approve and sign the nominations, the general officers/senior leaders will have an opportunity to see the accomplishments of one organization and share the improvements with other organizations within the command.

11. We worked on a joint project and want to nominate that project but don't know what category to put it in.

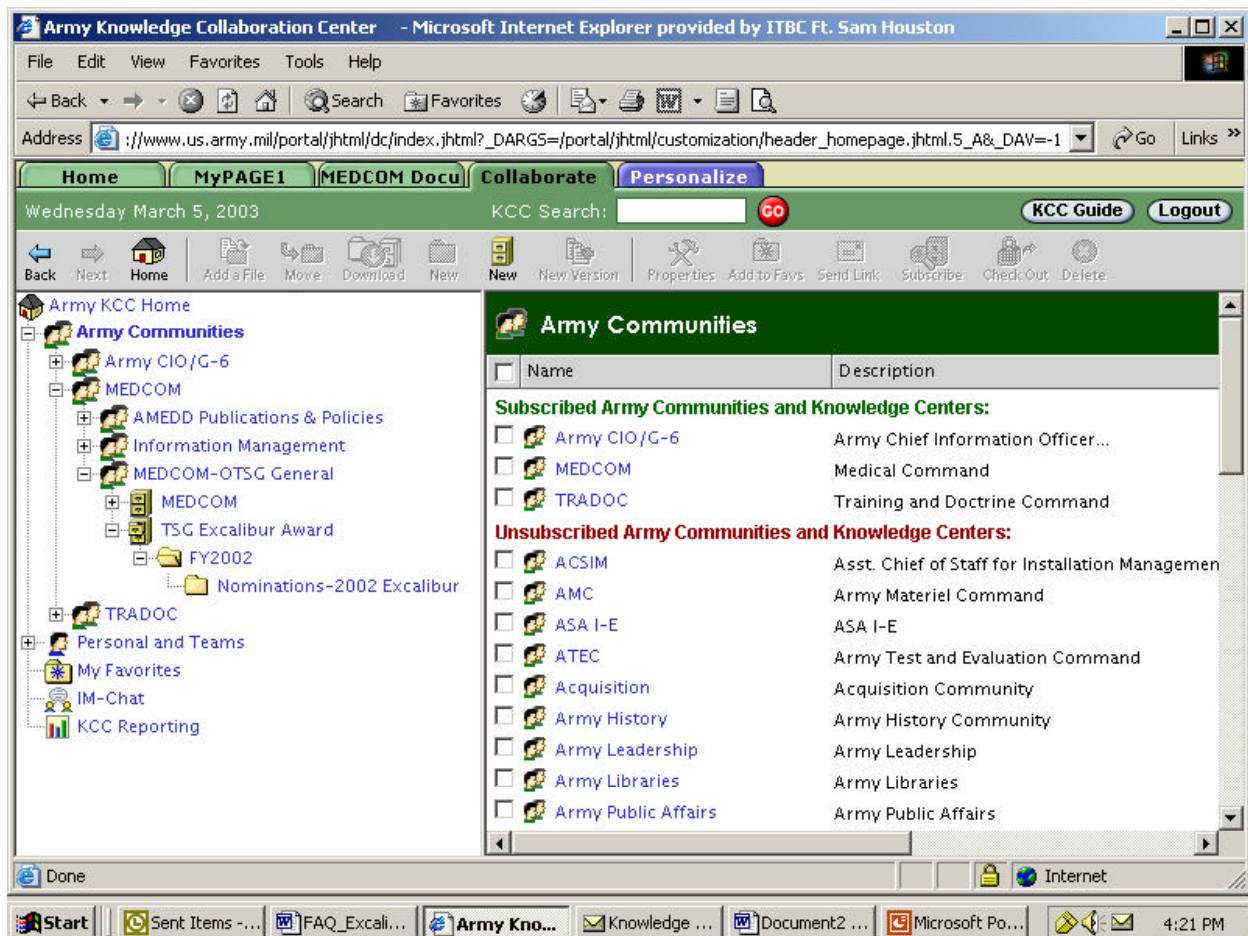
The category is determined not by the project but by the unit, activity or organization that submits the nomination.

12. Are there any samples of previous Excalibur Nominations that I can look at?

All the nominations from 2002 are posted on the Army Knowledge Online (AKO)(https://www.us.army.mil/portal/portal_home.jhtml). From the AKO home page, click on the Collaborate tab. On the left of the next page, you will see Army Knowledge Collaboration Center (KCC) Home with Army Communities under it. If MEDCOM is shown under Army Communities, click on it. If MEDCOM-OTSG is shown, click on it and you should see the choice for TSG Excalibur Award. If you don't see MEDCOM or MEDCOM-OTSG under Army Communities, you will have to subscribe to these folders (first MEDCOM, then MEDCOM-OTSG). You subscribe to the Army Communities by clicking the box next to its name in the center portion of the web page and then clicking on the subscribe icon in the gray panel. Once you have subscribed to MEDCOM and MEDCOM-OTSG General, you should see a folder for TSG Excalibur Award. Click on the folder titled FY2002 to see the actual folder where the nominations reside.

In the following graphic, the center (right column) depicts the page for checking the boxes and subscribing to the appropriate communities. The left side reflects the hierarchy of the folders within the Army KCC and the location of the nominations for the TSG Excalibur Award.

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13. What web sites have information about the Excalibur Award?

The AKO (https://www.us.army.mil/portal/portal_home.jhtml), the Quality Management web site (<http://www.qmo.amedd.army.mil/Home.htm>), and the AMEDD Knowledge Exchange (<https://ke.army.mil/>)

14. Can contractors be included in the nomination package as one of the team members?

Yes, if contractors are contributors to the team's accomplishments, they can be included in the nomination package as a team member.

15. Can anyone be a reviewer?

Almost anyone can be a reviewer. Our only prerequisite is that the individuals have experience/expertise. Therefore, we ask that reviewers be at least a senior major (or above) or an E8 (or above) if military and a GS-12 (or above) if civilian.

16. Can I be a reviewer if I work for an MTOE unit or for a Reserve Component Unit?

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Yes, you can, but you must meet the rank/grade criteria of being at least a senior major (or above) or an E8 (or above).

17. Can a contractor be a reviewer?

Yes, as long as the individual meets the rank/grade criteria of being equivalent to a senior major (or above), an E8 (or above), or a GS-12 (or above).

18. How do I become a reviewer?

A request for reviewers is sent to the U.S. Army Medical Command's major subordinate commands for their dissemination to their units. Volunteers can respond to that email request. Otherwise, anyone interested in being a volunteer can send the POC an email message expressing interest in being a reviewer. It is best to notify the POC before the first of September of your interest to be a reviewer.

19. Can a reviewer get assistance by sending the nomination packages to others in the office for them to review?

No! For continuity purposes, it is extremely important that each reviewer read and score all the packages that he/she receives. If someone volunteered to be a reviewer and cannot dedicate the necessary time to review all the packages, that individual can find someone within his/her organization who can review all the packages and/or notify the POC that he/she can no longer be a reviewer. We anticipate that individuals will need approximately half a day to review all the packages he/she has. That is total time not the time per nomination package.